

**ARIZONA BOARD OF PSYCHOLOGIST EXAMINERS
REQUEST FOR PUBLIC RECORDS**

Date of request: _____ Name of Psychologist: _____
Requestor*: _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: () _____ ext: _____ Fax: () _____

*Your name is optional if you only wish to view the public files. Please be aware that your name, address and telephone number are considered to be a public record and will be made a part of the licensee's public file.

Public information concerning a licensee may be viewed at the Board office at no cost. Please call the office and tell us when you wish to come in so the file will be available for you.

If you wish to purchase photocopies of the public records, the cost is \$0.25 per page. You may call the Board office to request the number of pages and the total cost of your request.

If you wish to purchase an audiotope or compact disc of a public session of a Board meeting, the cost is \$10.00 per audiotope or compact disc.

The Board must receive your check or money order before your request can be mailed or picked up.

Please check which records and options you are interested in:

LICENSEE FILES AND/OR OTHER PUBLIC DOCUMENTS OR INFORMATION

- ☐ **COMPLAINT FILE ONLY**
(A complaint file only exists if there have been complaints filed against a psychologist. Files may include such documents as Board orders, dismissal letters, letters of concern, and minutes of Board meetings. **All materials relating to an investigation by the Board, including a complaint, response, client record, witness statement, investigative report, or any other information relating to a client's diagnosis, treatment, or personal or family life, or other information are confidential by law, per A.A.C. R4-26-101.)**
- ☐ **LICENSING FILE ONLY**
(Includes application for licensure, renewal applications, if any, correspondence between Board and licensee. **Does not include a licensee's college or university transcripts, test scores or other information classified as confidential by law, per A.A.C. R4-26-101.)**
- ☐ **ENTIRE PUBLIC FILE** (Includes both of the above, licensure information and complaint information, if any).

BOARD MEETING RECORDS

- ☐ **MINUTES** (This excludes Executive Session minutes, which are confidential by law.)
Specify date(s) and/or description of agenda item _____
- ☐ **AUDIOTAPES OR COMPACT DISCS** (circle the format you wish to purchase) (Audiotapes or Compact Discs of Board meetings are kept for 1 year after the meeting.)
Specify date(s) and/or description of agenda item _____
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Forms may be faxed or mailed to:

**AZ State Board of Psychologist Examiners
1400 W. Washington, Ste. 235
Phoenix, AZ 85007
Phone: 602-542-8162 Fax: 602-542-8279**

PLEASE DO NOT COMPLETE THE REVERSE SIDE UNLESS THESE RECORDS ARE TO BE USED FOR COMMERCIAL PURPOSES.

REQUEST FOR PUBLIC RECORDS

Information and Instruction Sheet

REQUESTING PARTY: PLEASE READ AND NOTE THE FOLLOWING INFORMATION AND INSTRUCTIONS

Pursuant to A.R.S. §39-121.03, Laws 1977, Ch. 54 §2 (effective 5/17/77), any person who requests copies, printouts or photographs of public records for commercial purposes must provide a STATEMENT setting forth the commercial purpose for which they will be used.

A person providing a verified statement setting forth the commercial purpose for which the reproduction will be used may be furnished such reproductions at the discretion of the custodian of the records for a charge reflecting the following:

- A portion of the cost to the State for obtaining the documents or records to be reproduced.
- A reasonable fee covering the cost of time, equipment and personnel in making the reproduction, and
- The value of reproduction on the commercial market.

If the custodian of a public record believes that the commercial purpose of a reproduction is a misuse of public records or an abuse of the right to receive them, he or she may refuse a request for reproduction of such record for said commercial purpose and may request the Governor to prohibit the furnishing of reproductions for such commercial purposes by Executive Order. If an Executive Order is not issued within thirty (30) days of the custodian's application, the requesting party will be furnished such reproductions for the commercial purpose set forth in his other verified statement.

"Commercial Purpose" is broadly defined by the Act as "any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record." A.R.S. §39-121.03E. "Commercial Purpose" includes copies of records for sale or resale and copies of printouts of names and addresses for purposes of solicitation of business.

IMPORTANT: SUBSECTION D OF A.R.S. §39-121.03 PROVIDES THAT:

A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or obtains a public record from any one other than the custodian of such records and uses them for a commercial purpose shall in addition to other penalties* be liable to the state or the political subdivision from whom the public record was obtained for damages in the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

*The penalty for perjury is a fine of not less than \$500 nor more than \$5,000, or imprisonment in the State Prison for not less than one nor more than fourteen years, or both.

SWORN STATEMENT

I, _____, declare that I have read the information and instruction sheet accompanying this form and understand the contents therein. I further declare that the copies or other reproductions of the public records described above and which I have requested are to be used solely for commercial purposes.

If the records are to be used for commercial purposes, specifically state those purposes:

I further declare that such copies or reproductions will not be used directly or indirectly for a different purpose other than described above. I further declare under penalty of perjury that the foregoing is correct and true.

Name

Date